

# Division of Finance



# FINELINE

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June  
2016

## Budget and Accounting Officer's Meeting Thursday, June 16th at 8:30 a.m. State Office Building Auditorium

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The Budget and Accounting Officer's meeting will be held on **Thursday, June 16th at 8:30 a.m. in the State Office Building Auditorium.**

**We ask that all State budgeting and accounting personnel that deal with closeout and year end accounting issues attend.**

Parking is available on the East side of the State Capitol Complex. The UTA bus route #500 also serves the State Capitol Complex. For bus schedules, please go to [www.rideuta.com](http://www.rideuta.com).

Attending this meeting remotely will also be available. If you would like to attend this meeting remotely, please register at the following website link: <http://training.finance.utah.gov/iLinc/public/register/meeting>. If you have trouble registering please contact Larry Simpson at [lsimpson@utah.gov](mailto:lsimpson@utah.gov) by Wednesday, June 15th.

Additional information on the meeting and year end training will be sent out prior to the meeting.

# P-Card Program Review and Procedure Changes

The statewide Purchase Card (P-card) program administered in Finance is currently undergoing a review. We plan to immediately make improvements in the following areas:

- Every month each agency P-card site coordinator should download from the US Bank website the card holder monthly statement for each card and give those statements directly to the applicable reconciler/approver. This control will reduce the risk of a card holder modifying without detection the monthly statement before it goes to the P-card reconciler/approver.
- Every month each P-card log reconciler/approver should compare the P-card monthly statement received directly from the agency P-card site coordinator to the P-card log and original receipts provided by the card holder. Every purchase on the monthly statement should have an entry on the log and should also have an original receipt that matches what is on the monthly statement (by purchase location, date and amount). This control will help ensure that the log is complete, and that the receipts are valid and tie to the monthly statement. **Completion of this control must be documented.** This may be done by either: 1) including a printout of the monthly statement received from the agency P-card site coordinator with P-card log and the original receipts; or 2) by noting on the P-card log that the electronic version of the monthly statement received from the agency P-card site coordinator was compared to the p-card log and to the related receipts.
- Agency P-card site coordinators should periodically perform an on-line review of the P-card activity of every card they oversee. They should look for any purchases that seem unusual. Any items that are noted should be taken to the applicable P-card reconciler/approver so they can follow up and determine if the purchase is appropriate.
- The Finance Post-Auditors will independently download the monthly statement for each P-card expenditure selected for audit. The Post-Auditors will compare these independent statements to the statement used by the P-card log reconciler/approver to help determine whether agencies are complying with the purchasing rules and with the documentation requirements of the P-card program.

Additional areas of improvement may be identified as we complete our review. Please contact Matt Jenkins, State Purchasing Card Program Coordinator at 801-538-3615 or [mattjenkins@utah.gov](mailto:mattjenkins@utah.gov) if you have any questions about these changes.

## Finance Help Desk Frequently Asked Questions

**Q.** Why can I not see items on the SHOP table sometimes? I know I have seen some earlier in the day and now I cannot see them there.

**A.** The SHOP table shows current contracts that still have money in them. If they have expired or have no money left, they will not show up.



*Ken Roner*  
*Finance Help Desk*  
*Coordinator*  
*801-538-9690*

### What to do?

You can view the contract on the Document Catalog to determine if it is still a valid contract. Enter MA in the code field and the contract number in the ID field. Leave the Dept. field blank. Click on enter or browse and you will then see the contract. Open up the latest version to view the expiration date on the header and go to the authorized department page to see how much money is left in the contract. If the dates are valid and there is money left, look to see if there was a mod done that day. When a mod is done, the contract will not show up on the SHOP table until the top of the hour. We run a little job at the top of every hour to bring the contract back to the SHOP table. We have found that if you search for the contract via the vendor number and not the contract number, it will show up even after a mod has been done. Otherwise, just wait till the top of the hour to search for a contract.

Call the help desk if you need assistance.

## FY 2017 Travel Rates

The meal per diem, mileage, and lodging rates are now set for FY 2017. The new rates will take effect 07/01/2016. They are as follows:

### Meal Per Diem Rates

In - State	
Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$17.00
Total	\$41.00

Out-of-State	
Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$22.00
Total	\$46.00

Group Gathering	
Breaks	\$5.00
Out of State Premium	
Cities	
Tier I	\$66.00
Tier II	\$57.00

### Private Vehicle Usage Rates:

State Car Unavailable	
	\$0.54
State Car Available	
	\$0.38

# Trainers' Corner



Trainers Larry Simpson and Brook McElmurry conduct monthly FINET training courses. You can register for classes by going to the Division of Finance web site at [www.finance.utah.gov](http://www.finance.utah.gov), select TRAINING under FINANCE QUICK LINKS, click on the FINET training course you wish to sign up for and then follow the onscreen instructions.

## June

### *Budget*

6/09 - 8 am - noon

### *Cash Receipts*

6/23 - 8 am - noon

### *Data Warehouse*

6/07 - 1 pm - 4 pm

### *Fixed Assets*

6/09 - 1 pm - 4 pm

### *Internal Transactions*

6/15 - 1 pm - 5 pm

### *Inventory*

6/14 - 8 am - noon

### *Payables*

6/07 - 8 am - noon

### *Purchase Orders*

6/9 - 8 am - noon

### *Receivables*

6/15 - 8 am - noon

## July

### *Budget*

7/13 - 1 pm - 4 pm

### *Data Warehouse*

7/19 - 1 pm - 4 pm

### *Fixed Assets*

7/20 - 1 pm - 4 pm

### *Internal Transactions*

7/14 - 1 pm - 5 pm

### *Inventory*

7/27 - 8 am - noon

### *Payables*

7/19 - 8 am - noon

### *Purchase Orders*

7/12 - 8 am - noon

### *Receivables*

7/14 - 8 am - noon

### *Requisitions*

7/12 - 1 pm - 4 pm

## August

### *Budget*

8/17 - 1 pm - 4 pm

### *Cash Receipts*

8/17 - 8 am - noon

### *Data Warehouse*

8/09 - 1 pm - 4 pm

### *Fixed Assets*

8/10 - 1 pm - 4 pm

### *Internal Transactions*

8/11 - 1 pm - 5 pm

### *Inventory*

8/23 - 8 am - noon

### *Payables*

8/09 - 8 am - noon

### *Purchase Orders*

8/16 - 8 am - noon

### *Receivables*

8/11 - 8 am - noon

### *Requisitions*

8/16 - 1 pm - 4 pm

Please check the Finance Web Site <http://finance.utah.gov/traininghome.html>